



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
PSC BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 10121.1R  
MCCS

05 NOV 2001

AIR STATION ORDER 10121.1R w/ch 1

From: Commanding General, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: UNIFORM CLOTHING SALES AND ISSUES

Ref: (a) MCO P1700.27A  
(b) MCO P10120.28F

Encl: (1) Report of Individual Clothing Shortages  
(2) Authorization for Clothing Alterations  
(3) NAVMC 604/604b Form  
(4) Standard DD Form 1149  
(5) NAVMC 10154

1. Situation. To provide current instruction and guidance concerning the sale and issuance of individual uniform clothing by the Marine Corps Exchange Military Clothing Sales Store (MCSS), Marine Corps Air Station (MCAS), Cherry Point in accordance with reference (a).

2. Cancellation. AirStaO 10121.1P.

3. Mission. The MCSS will provide clothing sales support to deploying organizations/units in order to maintain the combat readiness of those units. The MCSS, located in Building 4535, will be open during the following hours: 0800-1900 Monday through Friday, 0900-1800 on Saturday, and 1200-1700 on Sunday.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Marines and sailors, wherever stationed, must be ready to deploy at a moment's notice and perform their duties as assigned. The MCSS is required to furnish military clothing and accessories to deploying units.

(2) Concept of Operations

(a) Only authorized patrons, as designated in reference  
(b), will be allowed access.

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(b) No smoking is allowed in the store.

(c) No food or beverage on sales floor.

(d) Exchanges or refunds of clothing will be on an item for item basis and will only be authorized when the following criteria is met:

1 The customer has a receipt and the clothing has not been altered, marked, worn, and is ready for re-issue in all respects.

2 Clothing items that are defective to the extent that the appearance or serviceability is affected, may be replaced at no expense to the individual, provided the defective clothing or item is reported within 30 days of purchase and the defects were not caused by wear. The manager or supervisor in charge of the MCSS shall inspect the defective clothing to make the final decision.

b. Coordinating Instructions

(1) Personal checks drawn by the purchaser and travelers checks drawn in favor of the purchaser will be accepted as cash. Personal checks will be made payable to Marine Corps Community Services (MCCS) and will not exceed the amount of purchase.

(2) Credit cards are authorized for use. Those accepted are Visa, Master Card, Discover, and the Star Card.

(3) MCSS is a designated specialized retail-clothing outlet through which Marine Corps personnel based at MCAS Cherry Point may obtain individual uniform clothing from regular stock or by special order service.

(4) The store is limited to a 90 day stock level based on average sales and issues. Operating stock consisting of fast-moving and seasonal items are replenished daily. Because of low demand, some uniform clothing for female Marines is not carried in stock. The following guidelines are set forth to identify the procedures available to female Marines in requisitioning items of military clothing:

(a) Special Order. MCSS requisitions the clothing item upon request. Average response time is 14 to 21 working days, depending on availability.

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(b) Deposit. All special orders require 100 percent deposit.

(5) Special order service is provided for items of uniform clothing not carried in stock. The size range of standard uniform clothing is sufficient to meet most requirements. However, special measurement clothing will be requisitioned for authorized personnel as required.

(6) Advance payment is required for special order items and special measurement clothing.

(7) Items Temporarily Out Of Stock. MCSS attempts to keep all standard Marine Corps clothing items on hand. However, when items are temporarily out of stock, individuals will be issued an Individual Clothing Shortage Form, enclosure (1), to certify that an effort was made to obtain their required allowance of individual clothing. The form is valid for a period of two weeks. It is the responsibility of the individual Marine to check again with MCSS.

(8) Special Measurement Clothing

(a) Special measurement clothing is those items manufactured to the specific measurements of an individual. It is authorized for those individuals who cannot be fitted properly with standard tariff sizes, supplemental sizes, or by authorized alterations.

(b) The preparation of special measurement clothing requisitions will be accomplished by MCSS personnel. A qualified tailor at the Tailor Shop will take measurements. Photos for special measurement must be taken prior to order placement at the Station Photo Lab.

(c) Individuals who have special measurement clothing on order will receive an Individual Clothing Shortage Form. Normally, 60 to 90 days are required for the receipt of these items. Therefore, personnel with limited time to serve at MCAS Cherry Point should not submit special measurement clothing requisitions.

(d) The MCSS will notify the individual when special measurement clothing is received. Upon notification, individuals are urged to promptly pick up their clothing. Clothing will be held for 15 days from date of notification or one pay period, whichever is longer, at which time appropriate action will be taken for

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disposition of the clothing. In the event of transfer, individuals will submit a forwarding address to the MCSS.

(e) Future requisitions from individuals who fail to pick up the special measurement clothing will be required to submit a letter of request to the MCSS endorsed by the individual's commanding officer.

(9) Special Order Clothing

(a) In addition to the special measurement clothing mentioned above, special order service is provided for expeditious procurement of items of individual clothing not normally stocked. Requests for special orders must be made in person at MCSS.

(b) Items requested will be requisitioned by MCSS from the appropriated supply source. Individuals will receive an Individual Clothing Shortage Form to certify that they have clothing on order.

(c) When special order clothing is received by MCSS the procedures and individual responsibilities set forth in paragraph 4b(8)(d) will apply.

(d) Future requisitions from an individual who failed to pick up the special order clothing will be governed by the procedures established in paragraph 4b(8)(e).

(10) Alterations

(a) Articles of outer clothing provided to individual enlisted personnel, except utility uniforms, will be altered at the Government's expense when the sale or issue is affected. Subsequent alterations will be at the expense of the individual, except an alteration to outer clothing necessary during the first six months of service because of profile change, may be made at the Government's expense.

(b) Authorized alterations are described in reference (c).

(c) Alterations will not be made to individual uniform clothing if the cost of such alterations is in excess of 50 percent of the standard price of the item.

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(d) An Authorization for Clothing Alterations, enclosure (2), will be completed and signed by the manager or supervisor, then given to the individual purchasing the clothing. The Tailor Shop is the only authorized location for alterations. Upon completion of the authorized alterations, the signed form(s) will be retained by the Tailor Shop and returned to the Marine Corps Exchange (MCX).

c. Tasks

(1) Commanding Officers. Will be responsible for the following matters pertaining to individual clothing for personnel in their command:

(a) Minimum Uniform Requirements

1 Provide personnel with a current listing of the minimum requirements list as set forth in the Marine Corps Bulletin 10120 series.

2 Conduct periodic inspections, at least annually, within their command to ensure that personnel have in their possession all the individual uniform clothing items required by the minimum requirements list and that these items are in serviceable condition.

3 Conduct clothing inspections on new joins and immediately prior to their detachment.

4 Advise personnel that the clothing maintenance allowance that they receive is for the replacement or repair of unserviceable or damaged clothing and is to be utilized for those specific purposes.

(b) Clothing Requisitions. Ensure that the Combined Individual Clothing Requisition and Issue Forms (enclosure (3)) are prepared in accordance with reference (b) and signed by the commanding officer. If "By direction" is authorized, it will be indicated on the form by the individual signing the requisition. These requisitions will include the following information:

1 Functionality account number

2 Fund code

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3 Activity account number

4 Job order number

5 To prevent forms from being altered, they will be typewritten and lines drawn through the blocks in the quantity field that are not applicable. The forms will be submitted in quadruplicate. Requisitions not in compliance with the preceding instructions will be returned to the originating organization without action.

(c) Standard DD Form 1149 (enclosure (4)). Multi-use standard Requisition and Invoice/Shipping Document.

1 This form will be prepared in accordance with reference (b) and will identify each item by description and NSN and be typewritten and signed by the commanding officer or Supply Officer. These requisitions will include all appropriations data, an activity accounting code, cost code, and unit price.

2 The Standard DD Form 1149 will be submitted to MCSS in quadruplicate. The original, plus two copies, will be retained by MCSS for accounting purposes.

3 Requisitions not in compliance with the preceding instructions will be returned to the originating organization without action.

(d) Checkage Sales. Under the Clothing Monetary Allowance System, an individual is provided an annual cash clothing maintenance allowance that is to be used to pay for the replacement of clothing initially furnished in kind. The prescribed procedure for obtaining replacement clothing is on a cash sales basis. When purchase by cash sales would create a personal hardship, the checkage sales procedure is authorized. Because of the administrative expense and effort required to effect and process a checkage sale, commanders shall ensure compliance with the following specific guidelines:

1 The criteria for checkage sales requires that the individual request only those items necessary to meet minimum clothing requirements and that the purchase cannot be delayed until funds are available.

2 Checkage sales shall not be authorized if the individual is in a non-pay status, if the clothing sale is for less

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than \$50.00 or for personnel who are scheduled for separation within 90 days (checkages for less than \$50.00 may be authorized for individuals who need clothing incident to confinement).

3 The requirement to make up clothing shortages for an inspection is not considered an emergency as per reference (b).

4 When a checkage sale is necessary a NAVMC 604/604b will be presented to MCSS in quadruplicate.

5 All checkage sales must have the word "Certified" handwritten in the space immediately following the words "checkage sales" in the "approved" block at the lower left corner of the NAVMC 604/604b to indicate that the approving section is in accordance with the preceding paragraph.

(e) Supplemental Issues. When a supplemental issue of clothing is requested from MCSS, the commanding officer will ensure that NAVMC 604/604b is accompanied by one of the following:

1 A copy of the orders assigning the individual to the organization.

2 A certification that the individual requires a supplemental issue.

(f) Recovery of Individual Uniform Clothing

1 Commanding officers will ensure that recovery of individual uniform clothing is in accordance with guidelines established by reference (b).

2 Clothing will not be accepted unless it has been inventoried and is accompanied by a Personal Effects Inventory Form (enclosure (5)) and cover letter. Unfit clothing items will be rejected.

(g) Name and Service Tapes

1 MCSS is the primary ordering service.

2 Form NAVMC 604/604b will be utilized for supplementary issue of the name tapes for camouflage utility uniforms

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to include enlisted Navy personnel assigned to Marine Corps units.

3 Sewing costs for supplementary issue only will be funded from local operation and maintenance funds, as appropriate.

4 Sewing costs for replacement tapes on an individual's uniforms will be borne by the individual Marine.

(h) 782 Gear

1 782 gear is authorized for sale as replacement only to Active Duty military personnel.

2 No refund or exchange on 782 gear.

(i) Deferred Payment Plan (DPP)/Uniform Clothing Deferred Payment Plan (UCDPP)

1 DPP/UCDPP can be used by authorized military personnel and their family members to purchase military clothing.

2 Both accounts can be applied for at Customer Service, Marine Corps Exchange, Building 3918.

5. Administration and Logistics

a. The commanding officer will prepare the NAVMC 604/604b in quadruplicate. The MCSS personnel issuing the clothing will prepare form NAVMC 604 in quadruplicate. Distribution of the forms will be as follows:

NAVMC 604

Original & 2 copies - Disbursing Officer  
Duplicate - MCSS retains  
Triplicate - Commanding Officer  
Quadruplicate - Marine

NAVMC 604b

Disbursing Officer  
MCSS retains  
Commanding Officer  
Marine


b. The MCSS will submit NAVMC 604 in triplicate with the original of the NAVMC 604b to the Disbursing Officer for checkage of the individual's pay account and reimbursement for the clothing issue.



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6. Command and Signal

- a. Signal. This Order effective the date signed.
- b. Command. This Order is applicable to the Marine Corps Reserve.

  
ANDREW KOWALSKI  
Chief of Staff

DISTRIBUTION: A



# UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION  
PSC BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 10121.1R Ch 1  
MCCS  
08 NOV 2005

## AIR STATION ORDER 10121.1R Ch 1

From: Commanding General, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: UNIFORM CLOTHING SALES AND ISSUES

Encl: (1) New Enclosure (3) insert to ASO 10121.1R

1. Situation. An updated NAVMC 604(B) has been published, which requires a change to the basic Order.

2. Mission. Remove Enclosure (3) of the basic Order and replace with corresponding pages contained in the enclosure.

### 3. Execution

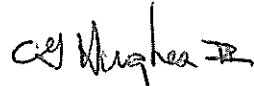
a. Commander's Intent. To ensure that the new Combined Individual Clothing Requisition and Issue Forms (NAVMC 604(B)) are prepared in accordance with reference (b).

4. Administration and Logistics. File this Change transmittal immediately behind the signature page of the basic Order.

### 5. Command and Signal

a. Command. This Air Station Order Change is applicable to all of Marine Corps Air Station Cherry Point.

b. Signal. This Change is effective the date signed.

  
C. G. HUGHES II  
Chief of Staff

DISTRIBUTION: A

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MARINE CORPS COMMUNITY SERVICES  
 MILITARY CLOTHING SALES STORE (MCSS)  
 Marine Corps Air Station  
 Cherry Point, NC 28533

\_\_\_\_\_  
 Date

From: \_\_\_\_\_

To: \_\_\_\_\_  
 INDIVIDUAL'S NAME

Subj: REPORT OF INDIVIDUAL CLOTHING SHORTAGES

1. This is to certify that the below-listed article(s) of individual clothing is/are.

☐

Not stocked, must be requisitioned from MPB Philadelphia by special order.

☐

Temporarily out-of-stock, resupply Requisition has been submitted and receipt expected approximately

\_\_\_\_\_  
 Date

<u>ITEM NO.</u>	<u>ARTICLE</u>	<u>SIZE</u>	<u>QTY</u>	<u>ACTION</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

\_\_\_\_\_  
 By direction

ENCLOSURE (1)

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## AUTHORIZATION FOR CLOTHING ALTERATIONS

DCN \_\_\_\_\_

\_\_\_\_\_  
Date

1. In accordance with MCO P10120.28E, authorization is granted to alter the following item of uniform clothing, as necessary for the person below.

Name \_\_\_\_\_ Rank \_\_\_\_\_ SSN \_\_\_\_\_ Unit \_\_\_\_\_  
(Last name & initial)

<u>QTY</u>	<u>ITEM</u>	<u>UNIT</u> <u>COST</u>	<u>TOTAL</u> <u>COST</u>
_____	POLY/GAB-GRN COAT, MAN'S		
_____	POLY/GAG-BLU CHEST _____ I _____ D	_____	_____
	WAIST _____ I _____ D	_____	_____
	SLEEVE _____ I _____ D	_____	_____
	BLUE COLLAR _____ I _____ D	_____	_____
	BLUE SKIRT _____ I _____ D	_____	_____
	REMOVE SHOULDER WRINKLES _____	_____	_____
	SECURE COLLAR HOOK _____	_____	_____
	LOWER BLUE COLLAR _____	_____	_____
	SHORTEN BELT _____	_____	_____
	ADJUST BUTTONS _____	_____	_____
	SECURE SNAP _____	_____	_____
_____	AWC COAT AL WEATHER MAN'S		
	SLEEVE LENGTH _____ I _____ D	_____	_____
	BELT _____ I _____ D	_____	_____
	ADJUST BUTTON _____ I _____ D	_____	_____
_____	KHAKI SHIRT MAN'S		
	DECREASE SLEEVE LENGTH _____	_____	_____
_____	POLY/GAB-GRN TROUSER, MAN'S		
_____	POLY/GAB-BLU WAIST _____ I _____ D	_____	_____
	SEAT _____ I _____ D	_____	_____
	HEM _____ I _____ D	_____	_____
	ADJUST CROTCH _____ I _____ D	_____	_____
_____	BLUE NCO STRIPES AND INSIGNIA		

ENCLOSURE (2)

AirStaO 10121.1R

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TROUSER STRIPES  
INSIGNIA GRADE  
SERVICE STRIPE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ NAME TAGS

\_\_\_\_\_  
SIGNATURE OF INDIVIDUAL  
"I certify that the above  
garments were received and  
alterations have been  
completed."

\_\_\_\_\_  
MCSS AUTHORIZATION  
"I certify that the above  
alterations are in  
accordance with  
TM-10120-15/1."

ENCLOSURE (2)

## AirSta0 10121.1R Chl

<b>APPROVED:</b> The individual named hereon is authorized to draw the clothing requested under the type issue indicated:		<div style="text-align: right;">DATE _____</div> I ACKNOWLEDGE receipt of articles of clothing indicated above and accept these items as fitting properly, or appropriate alterations have been prescribed.	
	INITIAL ISSUE	FAN:	SIGNATURE: _____
	SUPPLEMENTARY ISSUE	FAN:	I hereby CONSENT to checkage of my pay account in the amount indicated under total issue.
	REPLACEMENT ISSUE	FAN:	SIGNATURE: _____
	CHECKAGE SALE	FAN:	I CERTIFY that I have witnessed the issue of the clothing enumerated above and that issues have been made in the manner indicated. Outer articles of clothing issued are the proper size, or appropriate alterations have been prescribed.
REFERENCE _____  <div style="text-align: center;">(Insert office stamp of issuing office)</div>			_____ Witnessing Signature (when required)

☐ O&MMC FUNDED ISSUE UNIT  
 APPROPRIATION DATA \_\_\_\_\_

\_\_\_\_\_  
 (COMMANDING OFFICER'S SIGNATURE)

U.S.M.C.

\_\_\_\_\_  
 (COMMANDING OFFICER'S PRINTED NAME & RANK)

# INSTRUCTIONS

AirSta0 10121.1R Ch1

1. This form will be used for clothing issues under the monetary or in-kind allowance systems. It may also be used for issues made on a cash or checkage basis. Each form must be approved by the individual's commanding officer (CO) or other officer authorized in writing to sign by by-direction.

## 2. INITIAL OR SUPPLEMENTARY ISSUES

Upon completion, in accordance with MCBul 10120 (Individual Clothing Allowances), a NAVMC 604/604B used as an individual clothing request for initial or supplementary issue will be submitted to the individual's immediate CO for approval. The form will then be forwarded to the clothing officer or the appropriate Retail Clothing Outlet (RCO)/Military Clothing Sales Store (MCSS). If used as an issue slip at an RCO/MCSS, the form will be used as follows:

RCO - Original form will be annotated with the Functional Account Number (FAN) and filed in support of the RCO's copy of the expenditure transaction. A copy of the NAVMC 604/604B will be forwarded to the individual's CO for appropriate entry into the individual's clothing record (Form NAVMC 631/631A).

MCSS - Original form will be annotated with the FAN, attached to the Standard Form (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal), and if applicable, forwarded to the Defense Finance and Accounting Service (DFAS) for reimbursement. A copy will be retained by the MCSS and another copy provided for the individual's CO to make appropriate entry on the NAVMC 631/631A.

## 3. REPLACEMENT ISSUES

Upon completion, a NAVMC 604/604B used as an individual clothing request for an in-kind replacement issue will be forwarded to the individual's CO for approval. If approved by the individual's CO, the form will be forwarded to the clothing officer or the appropriate RCO/MCSS. Following issue, the original will be annotated with the FAN and filed in support of the expenditure transaction, if applicable. A copy will be provided for the individual's CO for appropriate entry on the NAVMC 631/631A.

## 4. CHECKAGE SALES

A NAVMC 604/604B used as an individual checkage request must include monetary values of the items to be sold. The individual's CO shall write the word "Certified" in the block to the right of the annotated "CHECKAGE SALE" block. At the time of sale, the individual drawing the clothing will be required to sign the original, consenting to the checkage. If used as checkage request at an RCO/MCSS, the form will be used as follows:

RCO - After issue is completed, the RCO will maintain a copy of the checkage request and prepare a form NAVMC 604A (Transmittal of Clothing Issue Slips) in quadruplicate. The original and two copies of the NAVMC 604A will be forwarded to the individual's CO or Disbursing Officer (depending on local SOP) with the original NAVMC 604/604B checkage request. The Unit Diary Section/Disbursing Officer will enter the Transcript of Data Extraction (TODE) and date on a copy of the NAVMC 604A, authenticate the certificate portion of the form, and return this copy to the RCO to be filed with the RCO's copy of the checkage request.

MCSS - After issue is completed, the MCSS will forward the original checkage request, attached to a SF 1034, to the local Disbursing Officer. The Disbursing Officer will enter the TODE and authenticate the certificate portion and forward to DFAS for reimbursement. The MCSS will retain a copy of the NAVMC 604/604B checkage request and SF 1034.

## 5. ISSUES ON A CASH SALE BASIS (MARINE CORPS RESERVE)

A NAVMC 604/604B used as an individual cash sale request must be annotated with the words "Cash Sale" in the top right corner of the form. Values of clothing being sold must be entered and totaled on the form by the unit responsible officer. The original will be filed in support of the retained copy of form NAVCOMPT 2277 (Voucher for Disbursement and/or Collection). A copy will be provided to the individual.

## 6. O&MMC FUNDED ISSUES

A NAVMC 604/604B used for Operation and Maintenance Marine Corps (O&MMC) funded issues will be annotated with the complete unit appropriation data (required for completion of form NAVCOMPT 2277) and filed in support of the supply/property control officer's retained copy of the expenditure transaction. O&MMC funded issues cannot be included on the same NAVMC 604/604B as an initial issue, replacement issue, supplementary issue, or cash/checkage sale.

## COMBINED INDIVIDUAL CLOTHING REQUESTION AND ISSUE SLIP (MEN'S) (10120)

NAVMC 604 Rev.08-03 (EF) (Previous editions are obsolete and will not be used)

SN: 0109-LF-986-6100

AirSta0 10121.1R Ch1

NAME (Last, First, Middle Initial)	GRADE	SSN	DATE
IT IS REQUESTED THAT THE BELOW LISTED ARTICLES BE FURNISHED FOR MY PERSONAL USE. SIGNATURE: _____			CURR ACDU (Date of last entry for active duty)

SIZE	ITEM	QTY	UNIT PRICE	TOTAL PRICE	SIZE	ITEM	QTY	UNIT PRICE	TOTAL PRICE
	BAG, DUFFEL: w/carrying strap								
	BELT, MARTIAL ARTS, color								
	BELT, REFLECTIVE, SAFETY								
	BELT, TROUSERS, web, khaki								
	BUCKLE, f/belt (coat)								
	BUCKLE, f/belt, web, khaki								
	CAP, COMBAT: woodland camouflage pattern								
	CAP, GARRISON, MAN'S: all-season poly/wool gabardine, green								
	CLASP, NECKTIE								
	COAT, COMBAT: woodland camouflage pattern								
	COAT, MAN'S: all-season poly/wool gabardine, green, w/belt								
	COAT, MAN'S: all-weather								
	CROWN, SERVICE CAP: all-season poly/wool gabardine, green								
	DECAL: Marine Corps emblem					MARINE CORPS COMBAT UTILITY UNIFORM AND ACCESSORIES			
	DRAWERS, MAN'S: cotton, white, pair					BOOTS, MARINE CORPS COMBAT: hot weather, olive mohave, pr			
	GLOVES, leather, black, pair					BOOTS, MARINE CORPS COMBAT: temperate weather, olive mohave, pr			
	INSIGNIA, BOS: dress cap, gold plated, screwpost					CAP, COMBAT UTILITY: field, desert MARPAT			
	INSIGNIA, BOS: garrison cap, black, screwpost					CAP, COMBAT UTILITY: field, woodland MARPAT			
	INSIGNIA, BOS: service cap, black, screwpost					CAP, COMBAT UTILITY: garrison, desert MARPAT			
	INSIGNIA, BOS: service uniform collar, black, pair					CAP, COMBAT UTILITY: garrison, woodland MARPAT			
	INSIGNIA, BUTTON: dress cap, gold plated					COAT, COMBAT UTILITY: desert MARPAT			
	INSIGNIA, BUTTON: service cap, black					COAT, COMBAT UTILITY: woodland MARPAT			
	INSIGNIA, GRADE, EP: gold on scarlet, pair					NAME AND SERVICE TAPE: embroidered desert MARPAT (set of 3)			
	INSIGNIA, GRADE, EP: green on khaki, pair					NAME AND SERVICE TAPE: embroidered woodland MARPAT (set of 3)			
	INSIGNIA, GRADE, EP: green on scarlet, pair					TROUSERS, COMBAT UTILITY: desert MARPAT, pair			
	INSIGNIA, GRADE, EP: plastic, black, pair					TROUSERS, COMBAT UTILITY: woodland MARPAT, pair			
	NAME & SERVICE TAPE: green w/black lettering (set of 3)								
	NECKTIE, KHAKI								
	SHIRT, MAN'S: poly/wool, khaki, long-sleeve								
	SHIRT, MAN'S: poly/wool, khaki, quarter-length-sleeve								
	SHOES: dress, black, pair								
	SOCKS: boot, pair								
	SOCKS: dress, black, pair								
	SOCKS: white, athletic (3 pair package)					BLUE UNIFORM ISSUES			
	STRIPE, SERVICE: green on scarlet, pair					BELT, COAT, MAN'S: cotton, white			
	STRIPE, SERVICE: gold on scarlet					COAT, MAN'S: all-season poly/wool gabardine, blue			
	STRIPE, TROUSER (NCO): scarlet, pair					CROWN, SERVICE CAP			
	SWEAT PANTS: green w/insignia, pair					FRAME, SERVICE CAP			
	SWEAT SHIRT: green w/insignia					GLOVES: cloth, white, pair			
	SWEATER: pull-over, olive green, with epaulettes					INSIGNIA, BOS: collar, gold plated, pair			
	TROUSERS, COMBAT: woodland camouflage pattern, pair					TROUSERS, MAN'S: all-season poly/wool gabardine, blue, pair			
	TROUSERS, MAN'S: all-season poly/wool gabardine, green, pair					WAISTPLATE: insignia (SNCOs only)			
	TRUNKS, GENERAL PURPOSE: nylon, olive green, pair					WAISTPLATE: insignia w/wreath (NCOs only)			
	UNDERSHIRT, MAN'S: cotton, white, crew-neck					WAISTPLATE: plain (lance corporals and below only)			
	UNDERSHIRT: cotton, green								

TOTAL ISSUE

APPROVED: The individual named hereon is authorized to draw the clothing requested under the type issue indicated:

INITIAL ISSUE	FAN:
SUPPLEMENTARY ISSUE	FAN:
REPLACEMENT ISSUE	FAN:
CHECKAGE SALE	FAN:

REFERENCE: \_\_\_\_\_

(Insert office stamp of issuing office)

DATE \_\_\_\_\_

I ACKNOWLEDGE receipt of articles of clothing indicated above and accept these items as fitting properly, or appropriate alterations have been prescribed.

SIGNATURE: \_\_\_\_\_

I hereby CONSENT to checkage of my pay account in the amount indicated under total issue.

SIGNATURE: \_\_\_\_\_

I CERTIFY that I have witnessed the issue of the clothing enumerated above and that issues have been made in the manner indicated. Outer articles of clothing issued are the proper size, or appropriate alterations have been prescribed.

Witnessing Signature (when required)

☐ O&MMC FUNDED ISSUE UNIT  
 APPROPRIATION DATA: \_\_\_\_\_

, U.S.M.C

(COMMANDING OFFICER'S SIGNATURE)

(COMMANDING OFFICER'S PRINTED NAME &amp; RANK)

ENCLOSURE (3)



# INSTRUCTIONS

AirStaO 10121.1R Ch1

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Upon completion, in accordance with MCBul 10120 (Individual Clothing Allowances), a NAVMC 604/604B used as an individual clothing request for initial or supplementary issue will be submitted to the individual's immediate CO for approval. The form will then be forwarded to the clothing officer or the appropriate Retail Clothing Outlet (RCO)/Military Clothing Sales Store (MCSS). If used as an issue slip at an RCO/MCSS, the form will be used as follows:

RCO - Original form will be annotated with the Functional Account Number (FAN) and filed in support of the RCO's copy of the expenditure transaction. A copy of the NAVMC 604/604B will be forwarded to the individual's CO for appropriate entry into the individual's clothing record (Form NAVMC 631/631A).

MCSS - Original form will be annotated with the FAN, attached to the Standard Form (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal), and if applicable, forwarded to the Defense Finance and Accounting Service (DFAS) for reimbursement. A copy will be retained by the MCSS and another copy provided for the individual's CO to make appropriate entry on the NAVMC 631/631A.

## 3. REPLACEMENT ISSUES

Upon completion, a NAVMC 604/604B used as an individual clothing request for an in-kind replacement issue will be forwarded to the individual's CO for approval. If approved by the individual's CO, the form will be forwarded to the clothing officer or the appropriate RCO/MCSS. Following issue, the original will be annotated with the FAN and filed in support of the expenditure transaction, if applicable. A copy will be provided for the individual's CO for appropriate entry on the NAVMC 631/631A.

## 4. CHECKAGE SALES

A NAVMC 604/604B used as an individual checkage request must include monetary values of the items to be sold. The individual's CO shall write the word "Certified" in the block to the right of the annotated "CHECKAGE SALE" block. At the time of sale, the individual drawing the clothing will be required to sign the original, consenting to the checkage. If used as checkage request at an RCO/MCSS, the form will be used as follows:

RCO - After issue is completed, the RCO will maintain a copy of the checkage request and prepare a form NAVMC 604A (Transmittal of Clothing Issue Slips) in quadruplicate. The original and two copies of the NAVMC 604A will be forwarded to the individual's CO or Disbursing Officer (depending on local SOP) with the original NAVMC 604/604B checkage request. The Unit Diary Section/Disbursing Officer will enter the Transcript of Data Extraction (TODE) and date on a copy of the NAVMC 604A, authenticate the certificate portion of the form, and return this copy to the RCO to be filed with the RCO's copy of the checkage request.

MCSS - After issue is completed, the MCSS will forward the original checkage request, attached to a SF 1034, to the local Disbursing Officer. The Disbursing Officer will enter the TODE and authenticate the certificate portion and forward to DFAS for reimbursement. The MCSS will retain a copy of the NAVMC 604/604B checkage request and SF 1034.

## 5. ISSUES ON A CASH SALE BASIS (MARINE CORPS RESERVE)

A NAVMC 604/604B used as an individual cash sale request must be annotated with the words "Cash Sale" in the top right corner of the form. Values of clothing being sold must be entered and totaled on the form by the unit responsible officer. The original will be filed in support of the retained copy of form NAVCOMP 2277 (Voucher for Disbursement and/or Collection). A copy will be provided to the individual.

## 6. O&MMC FUNDED ISSUES

A NAVMC 604/604B used for Operation and Maintenance Marine Corps (O&MMC) funded issues will be annotated with the activity Accounting Number and the appropriate allotment accounting information (Fund Code and Job Order Number) and filed in support of the supply/property control officer's retained copy of the expenditure transaction. O&MMC funded issues cannot be included on the same NAVMC 604/604B as an initial issue, replacement issue, supplementary issue, or cash/checkage sale.

05 NOV 2001

SHIPPING CONTAINER TALLY										REQUISITION AND INVOICE/SHIPPING DOCUMENT									
1. FROM: (Include ZIP Code)										8. REQUISITION NUMBER									
2. TO: (Include ZIP Code)										9. AUTHORITY OR PURPOSE									
3. SHIP TO - MARK FOR										10. SIGNATURE									
4. APPROPRIATIONS DATA										11a. VOUCHER NUMBER & DATE (TTTTMMDD)									
5. QUANTITY REQUESTED (c)										12. DATE SHIPPED (TTTTMMDD)									
6. UNIT OF ISSUE (c)										13. MODE OF SHIPMENT									
7. DATE MATERIAL REQUIRED (TTTTMMDD)										14. BILL OF LADING NUMBER									
8. PRIORITY										15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.									
9. SPECIAL HANDLING										16. SPECIAL HANDLING									
17. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO										18. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO									
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REQUISITION AND INVOICE/SHIPPING DOCUMENT (Continuation Sheet)

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Business, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0246), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2 OF DD FORM 1149.**

**11a. VOUCHER NUMBER AND DATE**

**b. VOUCHER NUMBER AND DATE**

### **8. REQUISITION NUMBER**

**SHEET NO.**

NO. OF SHEETS

FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES

(aj)

(b)

(c)

(b)

**{e}**

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(b)



DD FORM 1149C, JAN 1997 (EG)

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

**SHEET TOTAL**

**PERSONAL EFFECTS INVENTORY (4050)**

NAVMC 10154 (REV. 1-91) (EF) (3-83 edition will be used)

SN: 0109-LF-063-2000 U/I: 100 PER PAD

**05 NOV 2001**Do not use this form to inventory organizational  
clothing and/or government property

ORIGINATING ORGANIZATION				DATE	
NAME		SSN	GRADE	ORGANIZATION	
COMPONENT	STATUS	NAME OF NEXT OF KIN		RELATIONSHIP	
HOME ADDRESS OF MARINE					

Below and on the reverse is a list of military and civilian articles found in the baggage of the person which was inventoried this date.

S-Serviceable		U-Unserviceable		MILITARY ARTICLES			
QUANTITY		ARTICLES		QUANTITY		ARTICLES	
S	U			S	U		
		BADGES, MARKSMANSHIP				HANDBAG	
		BAG, DUFFEL				HOOD RAIN	
		BELT, COAT, GREEN ALL SEASON				INSIGNIA,BOS,BLACK (ALLTYPE)	
		BELT, COAT, GREEN, POLY/WOOL				INSIGNIA,BOS,GOLD (ALLTYPE)	
		BELT, COAT, GREEN, WOOL SERGE				INSIGNIA, GRADE, ENLISTED, PR.	
		BELT, COAT, WHITE				MEDALS	
		BOOT, COMBAT LEATHER				NECK TABS, COLLAR, GREEN	
		BOOT, TROPICAL, HOT WEATHER				NECK TABS, COLLAR, BLACK	
		BUCKLE, BET				NECKTIE, BLUE	
		BUCKLE, COAT				NECKTIE, KHAKI	
		BUTTON, INSIGNIA, GOLD				RIBBONS, SERVICE	
		CAP, GARR, GREEN, ALL SEASON				SHIRT, LONG SLEEVE	
		CAP, GARR, GREEN, POLY/WOOL				SHIRT, SHORT SLEEVE	
		CAP, GARR, GREEN, WOOL SERGE				SHIRTWAIST, WHITE	
		CAP, COMBAT, UTILITY				SHOE, DRESS, BLACK, PR.	
		CAP, SERVICE, GREEN				SHOE, DRESS OXFORD, BLACK, PR.	
		CAP, DRESS, WHITE				SHOE, DRESS, PUMP, BLACK, PR.	
		CARD, ID (DD FORM 2)				SKIRT, BLUE	
		CLASP, NECKTIE				SKIRT, GREEN, ALL SEASON	
		COAT, ALL-WEATHER, GRAY				SKIRT, GREEN, POLY	
		COAT, BLUE, DRESS				SKIRT, GREEN, WOOL	
		COAT CAMOUFLAGE				SLACKS, GREEN, A/S	
		COAT, GREEN, ALL SEASON				SLACKS, GREEN, POLY	
		COAT, GREEN, POLY/WOOL				SLACKS, GREEN, WOOL	
		COAT, GREEN, WOOL SERGE				SOCKS, BLACK, PR.	
		CROWN, SERVICE CAP				SOCKS, CUSHIONSOLE, GR OR BLK	
		DRAWERS, WHITE, PR.				STOCKINGS, NYLON, PR.	
		FRAME, SERVICE CAP				SWEATER SERVICE	
		GLOVES, CLOTH, BLACK, PR.				TAG, ID	
		GLOVES, CLOTH, BLACK, PR.				TROUSERS, BLUE, PR.	
		GLOVES, LEATHER, PR.				TROU, COMBAT, CAMOUFLAGE	

**OPTIONAL ARTICLES\***

QUANTITY		ARTICLES		QUANTITY		ARTICLES	
S	U			S	U		
		SWEATER, SERVICE, GREEN					
		SWEATER, SERVICE, GREEN					
		SWEATER, SERVICE, GREEN					
		SWEATER, SERVICE, GREEN					

\*Optional articles of uniform clothing will be treated as civilian clothing for inventory purposes.

S - Serviceable U - Unserviceable

## MILITARY ARTICLES

QUANTITY		ARTICLES	QUANTITY		ARTICLES	QUANTITY		ARTICLES
S	U		S	U		S	U	
		BAG, LAUNDRY			MISCELLANEOUS OFF PAPERS			TOILET ARTICLES
		BAG, OVERNIGHT			MISCELLANEOUS LETTERS			TOWELS
		BELTS			NECKTIE			TROUSERS, PR.
		BOOKS			OVERCOAT/TOPCOAT			TRUCK LOCKER
		BRUSHES			PENS/PENCILS			TRUNKS, SWIMMING, PR.
		CAMERA			PHOTO ALBUM			UNDERSHIRT
		CARDS, MISCELLANEOUS			PIPE			WALLET
		CARDS, PLAYING			POLISH, SHOE			WASHCLOTHS
		CIGARETTES			RADIO			WATCH
		DRAWERS, PR.			RAZOR			
		GLASSES, EYE/SUN/ W/CASE			SHIRT			
		GLOVES, PR.			SHOES, PR.			
		HANDKERCHIEF			SHOES, SHOWER, PR.			
		JACKET, COAT			SHOETREE			
		KEYS			SOCKS, PR.			
		KIT, SEWING			STAMP, NAME W/INK PAD			
		KIT, TOILET			SUITCASE/CLOTHING ROLL			
		KNIFE			SUPPORTER			
		LIGHTER			SWEATER			
		MEDALS, RELIGIOUS, MISC.			SWEATSHIRT			
		MIRROR			TAPE RECORDER W/TAPE			

ARTICLES REMOVED TO PREVENT DAMAGE IN TRANSIT/REMARKS (Continue on plain bond paper and attach if additional space is required.)

TYPE OF CONTAINER INVENTORIED

PACKED IN

LBS.

PLACE INVENTORIED

The above inventory is certified to be correct and has been processed in accordance with current Marine Corps Orders.

Inventory Officer

USMC

DATE:

TYPE OF CONTAINER INVENTORIED

PACKED IN

LBS.

PLACE INVENTORIED

The above inventory is certified to be correct and has been processed in accordance with current Marine Corps Orders.

Inventory Officer

USMC

DATE:

TYPE OF CONTAINER INVENTORIED

PACKED IN

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Inventory Officer

USMC

DATE: